CLASS SPECIFICATION   **CLASSIFIED**

SHERIFF′S DETENTION PROCESSING ASSISTANT MANAGER   **Class No. 002722**

■ **CLASSIFICATION PURPOSE**

To coordinate the inmate processing activities at various Sheriff's detention facilities within the County; and to perform related work.

■ **DISTINGUISHING CHARACTERISTICS**

This is a one-position classification. This class differs from the next higher class, Sheriff's Detention Processing Manager, in that the latter serves as the processing administrator with responsibility for the correct and expeditious processing of inmates through the detention facilities. This class differs from the next lower class, Principal Clerk II, in that the latter plans, directs, and organizes inmate processing activities at a single facility.

■ **FUNCTIONS**

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1.   Coordinates inmate processing activities at all Sheriff's detention facilities on a twenty-four hours a day, seven days a week schedule.

2.   Selects and supervises processing personnel to ensure adequate staff coverage of work assignments.

3.   Develops, implements, and continually monitors in-service training programs for booking inmates, managing inmate property, and releasing information concerning inmates.

4.   Conducts and monitors investigations, counseling, and discipline-related matters.

5.   Responsible for the sentence computation for booking and releasing inmates.

6.   Prepares and distributes the bail schedule for all law enforcement agencies in San Diego County.

7.   Develops operational guides for mass booking procedures.

8.   Testifies in court as expert testimony and/or provides subpoenaed inmate records.

9.   Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

–   Supervision and training principles and techniques.
–   Required codes, ordinances, and legal procedures for processing individuals remanded to the custody of the Sheriff.
–   Booking and release criteria.
–   Principles and practices of modern office procedures and records management.
–   Detention Facility Division policies and procedures.
–   Problem solving techniques and investigative procedures.
–   County customer service objectives and strategies.
–   The General Management System in principle and in practice.

Skills and Abilities to:

–   Plan, organize, direct, coordinate, and supervise staff.

- Effectively communicate both verbally and in writing.
- Interview, select, and evaluate subordinate staff.
- Interact effectively with all levels of County staff, representatives from outside agencies, and the public.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of booking clerk experience, AND two (2) years of supervising experience in a detention facility setting, OR

2. Three (3) years of supervising experience in a detention facility setting.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License
A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration
None Required.

Working Conditions
Office environment; exposure to computer screens. Incumbents work on shifts, weekends, and holidays.

Background Investigation
Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period
Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: January 11, 2002
Reviewed: Spring 2003
Reviewed: Spring 2004
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Sheriff's Detention Processing Assistant Manager (Class No. 002722)   Union Code: MM   Variable Entry: Y